

APPROPRIATIONS COMMITTEE

Meeting Minutes

For the Meeting Held On June 26, 2014

Meeting Time : 6:30 pm

Location : Council on Aging – Conference Room

Address : 328 North Main Street, East Longmeadow, MA

Meeting Posted On: **Day:** Monday **Date:** 06 / 10 / 2014
(48 hrs required)

Is Meeting Being Recorded by Digital Recorder: Yes X No
The Minutes of this Meeting are being taken by: Marge Larocca

Committee Members: (check if attended)

Russ Denver	✓	Eric Madison	✓	James Broderick		James Walsh	✓
Dawn Starks	✓	Rocco Carabetta	✓	Sam Pizzanelli	✓	Tom Caliento	✓

Attendees: Diane Bishop, Don Maki, Marge Larocca.

Did the Chair release any prior Executive Session Minutes?

Yes		No	x
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Dates of Executive Session Released :

TOPIC / MATTER #1

Director of Assessing – Software Expense

Summary of Matter Discussed :

- The Chairman welcomed the Director of Assessing to the meeting. The Director gave a description about encountering an unforeseen problem while converting the assessing software into Munis, the Town's software. She explained that a custom bridge has to be created by Munis and the cost would be approximately \$5,500.00.
- She explained that the license for the current software will expire on June 30th, and that she would like to keep it active for an additional 3 months during the conversion. She then inquired about using any leftover funds from the \$35,000.00 Town Meeting appropriation for the Assessor's Department to cover the cost of the software for the additional three months.
- The determination was made that the Director should use funds within the Assessor's budget, and return to the Appropriations Committee if needed.

Documents or Exhibits for this Matter:

- None

Votes Taken Under this Matter :

- None

TOPIC / MATTER #2

Year End Transfers

Summary of Matter Discussed :

- The Town Accountant distributed the document FY14 Year End-Projected Dept Balances & Proposed GF Reserve Transfers and gave a description of the information.
- The Town Accountant spoke about different scenarios of transfers needed for accounts that have balances & overages, and about additional funds expected to come in from MIIA for Workers Comp and Liability Insurance.
- The Town Accountant explained that the Accounting department is starting to balance out the books. He added that a memo about year-end procedures was sent to all departments at the beginning of June and followed with a description of the year-end process.
- A motion was made to transfer \$66,990.00 as recommended by the Town Accountant to accounts: Trash, Worker's Comp. & Liability Insurance. The motion was seconded, and all were in favor.
- The Town Accountant gave a description of recent steps that were completed in encumbering salaries and over the counter insurance payees being uploaded into Munis. He stated that the result would streamline the insurance billing process, which was previously done in Quickbooks and spreadsheets. He stated that this would help to show OPEB balances.
- Discussion followed about typical year-end balances. The Town Accountant gave a description of Scantic Valley health insurance funding balances and a possible insurance premium holiday. Discussion followed about declaring a premium holiday and having the funds deposited in the OPEB account.
- The Town Accountant gave a description of having floated a BAN (Bond Anticipation Note) for the Harkness Avenue & Pine Knoll projects to be long termed out in August for .282000%. He stated that a BAN can be held for two years and the decision to float bonds is the Treasurer's decision. Discussion followed about the length of time a bond is for and what kind of project they are for.
- Mr. Pizzanelli gave an update on the status of the High School tennis courts project.
- The Chairman

Documents or Exhibits for this Matter:

- FY14 Year End-Projected Dept Balances & Proposed GF Reserve Transfers

Votes Taken Under this Matter :

- A motion was made to transfer \$66,990.00 as recommended by the Town Accountant to the accounts: Trash, Worker's Comp. & Liability Insurance. The motion was seconded, and all were in favor.

TOPIC / MATTER #3

Status of Water & Sewer Enterprise Funds

Summary of Matter Discussed :

- The Chairman gave an update of the Water & Sewer Enterprise Funds. He read the communications he had received from the Executive Secretary and the Director of Public Works. Mr. Maki added that the agreement was delivered to the Selectmen at their last meeting, and the decision for it was tabled.
- The Town Accountant gave a description of the time table for implementation of the water & sewer enterprise funds.

Documents or Exhibits for this Matter:

- None

Votes Taken Under this Matter :

- None

TOPIC / MATTER #4
Meeting Minutes – May 1, 2014

Summary of Matter Discussed :

- The Meeting Minutes of May 1, 2014 were reviewed. A motion was made to accept. The Motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- Appropriations Committee Meeting Minutes – May 1, 2014

Votes Taken Under this Matter :

- The Meeting Minutes of May 1, 2014 were reviewed. A motion was made to accept. The Motion was seconded and all were in favor.

TOPIC / MATTER #5
Election of New Chairman

Summary of Matter Discussed :

- The Chairman thanked all the members of the Appropriations Committee for all the very good things that the committee has accomplished. He noted that the committee has become very pro-active and would like to see that continue.
- A motion was made to nominate Eric Madison for the position of Chairman of the Appropriations Committee. The motion was seconded, and all were in favor.
- Mr. Madison, the new Chairman, thanked everyone and said that he is very proud of the work that the Appropriations Committee has done over the past few years and asked the members to think about what goals and objectives besides a balanced budget the committee would like to get done over the summer. He added that he would like to continue its work to balance the budget without the use of free cash. He added that although the committee is 95% of the way there, there is the other 5% of things like capital projects that should be part of annual appropriation, and continue with OPEB.
- Mr. Denver gave a description of other towns that bring together all committees and boards twice a year to exchange information and that it has been beneficial. The Chairman stated that he would prefer to do that after the Appropriations Committee has established its goals and objectives. Mr. Denver gave scenarios of the meetings.
- The Town Accountant added that a quarterly presentation might be beneficial and to present it on ELCAT.
- Mr. Denver thanked the Town Accountant for his work he has done for the committee. The Chairman stated that he would like to solicit the Board of Selectmen to include a member of the Appropriations Committee in their job search for a Town Accountant.

Documents or Exhibits for this Matter:

- None

Votes Taken Under this Matter :

- A motion was made to nominate Eric Madison for the position of Chairman of the Appropriations Committee. The motion was seconded, and all were in favor.

7:28 PM: Motion to Adjourn

MEETING FOLLOW UP:
PRIOR MEETING NOTES:
Note status of Water & Sewer Enterprise Funds
Note: Set up Auditor's budget forum
Note: funding for Assessor's software conversion approx. \$5,500.00